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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 December 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 3 December through 9 December 1953

## 1. General

a. Instructions for Submission of Materiel Requirements (continued) The instructions in the form of a proposed Clandestine Services Notice have been coordinated with the Medical Office and Technical Services Staff. The former has indicated that the instructions are satisfactory. TSS has issued a memorandum to the DD/P-Admin. regarding an additional breakdown to reflect requirements for technical support programs. The proposed CSN will be coordinated with the Office of Communications on 10 December 1953.

## 2. Projects and Studies in Process

a. Logistical Requirements and World-wide Stocks (continued) Working teams from the PM Staff and the Logistics Office have completed the first phase of the study relative to requirements for Agency stockpile. The composition of both a long range and an interim stockpile has been developed and is being reviewed internally prior to submission to the PM Staff for concurrence.

The first phase is limited to small arms analysis based on strength figures approved by the DDCI, requirements (quantities) from machine record run of initial issue and resupply as indicated in the PM Handbook No. 1, and assets based on latest available information. The analysis shows:

(1) Long range stockpile requirements by line item and country.

(2) Interim stockpile requirements by country and line item, using the PM breakdown and adjustment of area division preferences.

(3) World-wide summary of remaining assets after consideration of both long range and interim stockpile adjustments.

b. Control Unit - Machine Records Processing (continued)

The IBM nomenclature deck and the stock status reports have been reviewed and the Supply Division, LO, has been advised regarding necessary corrective action, with respect to approximately 500 items.

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which are reflected in stock status without nomenclature. In addition, a quantity of approximately 4,000 IBM nomenclature cards has been prepared for additions, deletions, cross references, and changes in the master nomenclature deck. A reproduced deck of such cards has been forwarded to FE Headquarters for transmission to the overseas unit. Alphabetical listings of current nomenclatures reflected in the IBM stock status deck will be submitted to the Supply Division, LO, within the next few days for reference purposes.

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c. Ammunition at [REDACTED] (continued) No change in the status of this project.

3. Other Items of Interest (All items are of a non-recurring nature.)

a. Storage and Issue of Medical Materiel A manual developed by the Medical Office, intended to provide technical guidance for all personnel responsible for the storage and shipment of medical materiel, has been reviewed and forwarded to the Chief, Supply Division, for incorporation into technical storage and issue instructions, and for appropriate dissemination.

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c. NEA

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(1) The Division requested a meeting with this Staff to discuss the [REDACTED] Base Plan. The Division is of the opinion that it is too elaborate. This meeting will be arranged at the convenience of both areas. The Division contemplates that the personnel slots will be furnished by the Logistics Office. *Hand* [REDACTED]

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d. SE

The adaptors for the [REDACTED] safes that have been determined unsecure have been pouched to the field by the Division. They were informed on 7 December 1953 by the Stock Control Branch that the items are in stock.

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e. FE

Arranged a meeting between the Supply Division, LO, and FE/LOG for the purpose of discussing proposed changes in Group No. 7 of the Supply Catalog. It was the opinion of both parties that a consolidation of the Group No. 7 catalogs now being used into a single catalog would be of great advantage. This catalog would carry a Secret classification. Steps to bring about the above change are being taken by the Supply Division. ✓

f. EE and SR ✓

Discussed proposed "Logistics Office Handbook" and "Operational Supply Room Procedure" with the Division's logistics officers, and it is expected that comments concerning these documents will be received within the next few days.

g. Military Liaison

(1) Advised the Transportation Division that Army G-4 had exhausted their facilities in an attempt to ship a small quantity of non-combatable items (two lots, one 22 lbs. and one 300 lbs.). The movement will require separate railroad cars or trucks for each lot. The Army recommends that the Agency use their own trucks to effect shipment. ✓

(2) Obtained information and advised the Supply Division relative to materiel, fund and advance notice information desired ✓

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(4) Advised the Department of the Army, G-4 Office, that automatic weapons being assembled by a West Virginia gun concern are not for this Agency. This inquiry originated from the Treasury Department which collects a \$200.00 levy per gun if they are not for the Government. ✓

(5) Furnished FE Division an outline of the necessary procedures to maintain and account for household effects provided for Government quarters. ✓



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LO/CR:kj (10 December 1953)

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